



Capital Campus



January 2004
Volume 1, Issue 1

Capital Campus Vision (January 2004)

Capital Campus, a shared investment between Maine State Government and the University, is committed to developing the best educated government workforce in the country by providing relevant, innovative academic programs tailored to the needs of the State and the citizens of Maine.

INSIDE HIGHLIGHTS

Additional Offerings of
Capital Campus
Courses

More Education:
Higher Earnings,
Lower Unemployment
By Carol Kontos

Univeristy College
Center Information

Study Tips

"Education is not preparation for life; education is life itself."
John Dewey

Shorten your path to a college degree!

Time is everyone's most valuable-and scarcest-commodity. By reducing the number of courses needed to complete a college degree, your goal may become a more tangible reality. The University of Maine at Augusta's student population consists primarily of working adult students. The average age of a UMA student is 37. This unique student population brings with them a wealth of learning experiences outside the traditional classroom setting.

The University of Maine at Augusta recognizes that some incoming students have acquired knowledge and skills through their work or life experiences for which credit may be awarded toward college degrees or certificates.

There are several ways that students may demonstrate that they have a proficiency level that is equivalent to taking a college course or courses.

The purpose of the assessment process is to measure what work experiences and learning you have acquired and how

they 'match' UMA courses.

For registration materials and policy statements on any of the testing options listed below, contact the Office of Testing & Assessment Services at 621-3152.

CLEP EXAMS

- Students in UMA degree programs may earn a maximum of 45 credits through CLEP.
- UMA accepts 33 different CLEP exams for credit.

- Continued on page 2

WHERE THE JOBS ARE

A SNAPSHOT OF JOB TRENDS IN MAINE STATE GOVERNMENT By Valerie Oswald

Since the beginning of Capital Campus, many of you have asked, how will these certificate programs enhance my mobility in Maine State Government? Given the time and financial commitment required to enhance your education, this is a very legitimate question. Obviously there is no guarantee of a specific job or advancement based solely on the completion of any educational program. However, the Capital Campus certificates are designed to improve your chances for career success by targeting educational certificate programs in the occupational categories where the greatest number of vacancies in Maine State Government occurs.

-Continued on page 3

Quotable Quotes

Alan Greenspan

"Learning will increasingly need to be a lifelong activity."

Rod Paige Secretary of Education

"The accumulation of knowledge is an ongoing, never-ending process. The biggest mistake is to think you know enough. That is never true."

Malcolm Knowles Adult Education Theorist

"Facts learned in youth have become insufficient and in many instances actually untrue; and skills learned in youth have become outmoded by new technologies."

Shorten your Path to a College Degree, Cont. from Page 1

CLEP EXAMS, cont.

- Letter or numerical grades are not assigned for successful achievement on CLEP exams; credit is granted on a pass-fail basis and does not affect grade point average (GPA). A failing grade on a CLEP exam does not result in a failing grade on the student's transcript.
- Study guides are available at: www.collegeboard.com/clep
- Timed, computerized exams.

DANTES EXAMS

- Untimed, paper & pencil exams.
- Study guides available through the Office of Testing & Assessment Services (621-3152).

DEPARTMENTAL CHALLENGE EXAMS

CHY 105/106 Chemistry-for-Biology Waiver
HUS 101 Intro to Social Services
HUS 212 Case Management
MAT 030 Algebra I

- Designed and prepared by UMA faculty.
- Timed, paper & pencil based exams.

PORTFOLIO ASSESSMENT

If no testing options exist for a student to attempt to prove a proficiency levels for a certain course or courses, then a student may explore the possibility of preparing a documented portfolio describing prior experience for faculty review. The individual must contact the Office of Testing & Assessment Services to obtain an official Request for Portfolio Assessment form, outline and fact sheet. Students are encouraged to call the appropriate College Office to obtain a sample syllabus for the course they are attempting to gain credit for. The cost is \$35.00 for each credit requested (\$105 for a 3 credit course). Payment is to be made payable to UMA.

STUDY TIME: HOW TO MAKE THE MOST OF IT

Time is precious when you're juggling multiple responsibilities. Make the most of what you've got by using your time effectively, developing your concentration skills and dealing with distractions.

USE YOUR TIME EFFECTIVELY

When are you at your brightest? Are you a morning person or a night-hawk? Are you sleepy and distracted after lunch? Try to schedule study time during your peaks. Don't waste time when you're less mentally alert - use it to accomplish simple, routine tasks.

DEVELOP YOUR CONCENTRATION

How long is your concentration span? Find out by recording your start time when you read from a textbook or other course readings. As soon as your mind begins to drift, record the time again. Try this several times until you can gauge your average concentration span.

- Continued on page 4 -

Where the Jobs Are, Cont from page 1

The Bureau of Human Resources periodically takes a “snapshot” of statewide vacancies by occupational category. In one recent snapshot, 60% of all vacancies fell into the following occupational categories:

| | |
|---|-----|
| Clerical & Office Support | 14% |
| Social Services | 11% |
| Employment Services | 9% |
| General Administration & Management | 6% |
| Education | 5% |
| Research, Program Evaluation & Planning | 4% |
| Corrections | 4% |
| Medical Services | 4% |
| Information Technology | 3% |

These vacancies are somewhat indicative of where the opportunities will be in the near future for Maine State Government; and therefore serve as one factor in determining what courses of study will be of greatest benefit to state employees involved in the Capital Campus initiative.

**VISIT OUR
WEBSITE!**



**For current
information on
certificate
requirements and
classes offered**

MORE EDUCATION: HIGHER EARNINGS, LOWER UNEMPLOYMENT

By Carol Kontos

Think education doesn't add up? Think again.

According to the Maine Labor Market Digest (September 2003), in 2002 workers age 25 and over with a bachelor's degree or higher earned nearly twice as much in median weekly earnings as persons with only a high school diploma and one and a half times more than persons with some college but less than a bachelor's degree.

From information available through the U.S. Department of Labor, Bureau of Labor Statistics, the actual numbers look like this:

| <u>Level of Education</u> | <u>Median Weekly Earnings</u> |
|---|-------------------------------|
| Less than a high school diploma | \$388 |
| High school diploma but no college | \$538 |
| Some college, less than a Bachelor's Degree | \$631 |
| Bachelor's Degree or higher | \$943 |

Unemployment rates decrease similarly with more education...so the old story is still the same: **education pays.**

[www.maine.gov/bhr/
statetng/higherED/in
dex.html](http://www.maine.gov/bhr/statetng/higherED/index.html)

Contact Information

Phone

1-877-UMA-1234
621-3185

E-MAIL

CAPITALCAMPUS
@MAINE.GOV

Editorial Staff

Mary Silva, Office
of the CIO

Valerie Oswald,
Capital Campus
Coordinator, BHR

Carol Kontos,
Capital Campus
Coordinator,
UMA

CAN'T MAKE IT TO AUGUSTA?

Can't get to Augusta? UMA Capital Campus courses are offered on-site, online, via interactive television (ITV) and videoconferencing at 11 University College centers statewide. (see box)

On these "mini-campuses," you'll enjoy personalized support services designed to give you a great start in college and the tools you need to stay on course. Professionals and trained student advisors will help you with admission and financial aid, placement testing, registration, book orders, computers and more.

You also can participate in Capital Campus ITV and online courses at many high schools and other course sites throughout Maine. Students with home computers can take online courses from the comfort of home.

To find the location nearest you, visit www.learn.maine.edu/ucenters.html or call Teleservice at 1-800-868-7000.

University College Center Locations

Bath
Calais
Dover-Foxcroft
East Millinocket
Ellsworth
Houlton
Oxford Hills
Mexico
Saco
Sanford
Thomaston

Study Time, Cont. from Page 2

DEAL WITH DISTRACTIONS

Sometimes it seems that distractions are coming at you from all sides, and probably they are. Distractions may be internal - the wanderings of your own mind, or external/environmental. Learning to manage both types is essential.

When random thoughts intrude ("It's John's birthday next week," "We need bread," etc.), don't try to suppress them. Instead, quickly jot them down to consider at another time.

Be aware of your optimal study conditions and use this awareness to reduce distractions in the environment. Are you more relaxed with absolute silence, or with classical music in the background? Do you have enough light to read without straining? How is the temperature? Do you need a fan or a blanket to feel comfortable? Is your chair comfortable enough to sit upright, but not so comfortable that it lulls you to sleep? Are there other people around? Have you established time and space boundaries with them that they respect?

Making the most of your study time means having more time for your many other activities.